



# ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall  
Room 106A  
Little Rock, Arkansas 72201-1019  
501-682-2744

## POSITION VACANCY ANNOUNCEMENT

August 15, 2016

**Closing Date: August 26, 2016**

(Position will close after ten working days from date of listing or until filled.  
Application review will begin on August 29, 2016).

**Title: PUBLIC SCHOOL PROGRAM ADVISOR**

**Position Number: 2208-2937**

**Grade: C122**

**Charter Schools**

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### **DUTIES:**

This position will assist with managing charter application and amendment processes; arranging and conducting meetings; conducting on-site charter visits; providing technical assistance and support to charter leaders and ADE staff; updating website; interpreting laws and rules and sharing information with a variety of audiences; conducting research; producing reports, responding to complaints, managing district waiver request process and routinely reviewing charter school financial information.

### **SPECIAL REQUIREMENTS:**

Successful applicant must possess a current Arkansas educator's license; or hold an expired standard Arkansas educator's license; or a standard out-of-state license and is eligible for a one-year provisional license and a standard license in Arkansas; formal education equivalent of a bachelor's degree in public administration, educational administration, education, finance or a related field; frequent in-state travel and possible overnight travel.

### **SPECIAL APPLICATION INFORMATION:**

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

### **MINIMUM QUALIFICATIONS:**

The formal education equivalent of a bachelor's degree in public administration, educational administration, education, or related field; plus three years of experience in education, public school administration, or related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

### **PROCEDURE FOR APPLICATION:**

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at [Arkansased.gov](http://Arkansased.gov) or [www.arstatejobs.com](http://www.arstatejobs.com). To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.